

## HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT #**

09-565

**OPEN PERIOD:**

11/16/2009 – 12/7/2009

**JOB TITLE:**Deputy Base Operations  
Manager**PAY GRADE AND SERIES:**

GS-0340-12

**PAY RANGE:**

\$79,781 - \$103,710

**POSITION LOCATION:**

Camp Roberts, CA.

**APPOINTMENT TYPE: PERMANENT - DUAL STATUS****PDCN #: 70597000****Security Clearance Required:**

Secret

**AREA OF CONSIDERATION: ALL SOURCES**

Military grade of O-5.

**Compatible Military Grade Assignment: MOS 01A****Key Requirements:****THIS IS A PERMANENT POSITION**

This position is located in the Joint Force Headquarters—State, Operations Directorate (J-3), Army National Guard (ARNG), Maneuver Training Center Heavy (MTC-H), which may or may not include a Power Support Platform (PSP). The primary purpose of this position is to serve as deputy (full assistant/alter ego), to the Base Operations Manager. With the Base Operations Manager, the incumbent fully shares in the management of all phases of the organization's programs, in support of national defense initiatives and missions. This requires critical support to the full mobilization of troops that are activated, trained, certified and deployed for the war fight. The incumbent fully shares in managing personnel that are involved in professional, technical, trades, and administrative positions, and includes dual status and non-dual status federal employees, state employees, contractors, full time AGR and traditional guard personnel. The incumbent is authorized to make technical and executive decisions for the Base Operations Commander in all areas of functional responsibility; represents the group and the commander at meetings, conferences, official functions, and community events, and when acting as the senior group official in the absence of the commander, possesses the same authority and prerogatives as the commander. Exercises second level supervisory and managerial authorities. Management and executive knowledge and ability are the paramount qualification requirements and there are no requirements for specialized qualifications in a subject-matter or functional area.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.**

**PAYMENT OF PERMANENT OF CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) MAY BE authorized, subject to provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government's interest

**Position Requires Travel:** Infrequent/Rare.

**QUALIFICATIONS and EVALUATION:**

**General:** Supervisory, managerial, professional or technical work experience and/or training which has provided knowledge of management principles, practices, methods and techniques.

**Deputy Base Operations Manager GS-0340-12:** Must have 36 months of specialized experience in analyzing problems, identifying significant factors, gathering pertinent data and recognizing solutions; experience in preparing reports, plans, policies and various correspondence; experience which demonstrates the ability to interact with a variety of groups and/or individuals; experience which required the applicant to evaluate objectives and develop plans to facilitate the availability and effective utilization of various resources; experience which provided knowledge of the organization and its mission and involved utilization staff procedures.

**KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of procedures to analyze problems to identify significant factors, gather data and recognize solutions.
2. Ability to write reports, policies, briefings, and various correspondences.
3. Ability to communicate with groups and individuals.
4. Ability to develop plans and organize work within an organization to facilitate the availability of various resources.
5. Knowledge of organizational structures.

**CREDITING NATIONAL GUARD EXPERIENCE:** NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, [if applicable](#)
- Miscellaneous Items (i.e., Flight Records, Bar Certification), [if applicable](#)
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), [if applicable](#)
- SF 181, Ethnicity and Race Identification Form (optional)

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**